

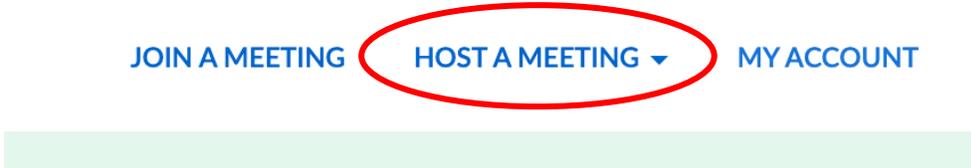


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How to Make a Video Email

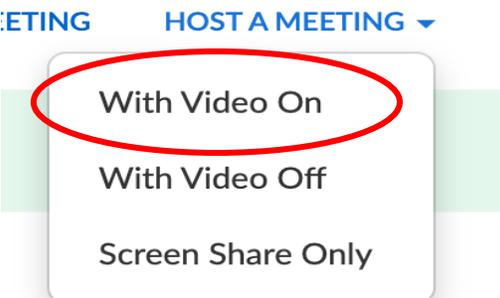
→ Using Zoom:

1. After downloading the Zoom application, go to zoom.com and sign in.
2. On the top right-hand corner, click on “host a meeting”



JOIN A MEETING **HOST A MEETING** ▼ MY ACCOUNT

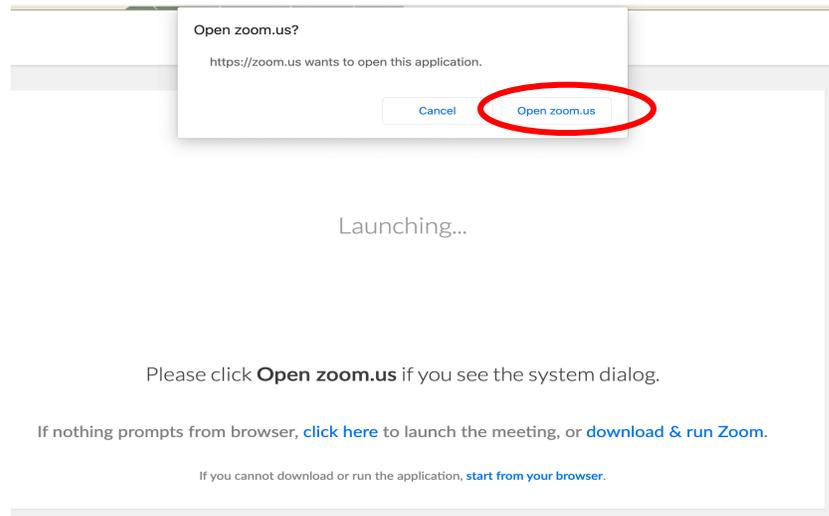
3. After clicking on “host a meeting”, a drop-down menu will appear. Click on ‘with video on’.



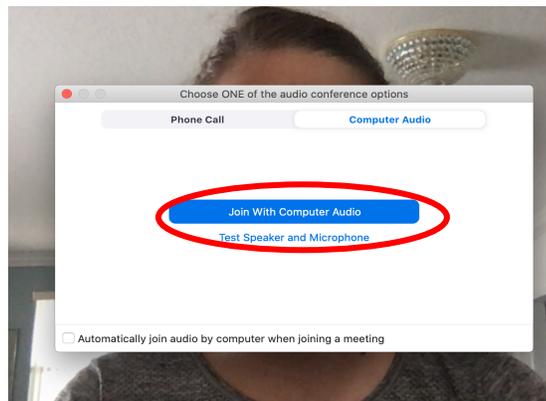
JOIN A MEETING **HOST A MEETING** ▼

- With Video On**
- With Video Off
- Screen Share Only

4. A pop-up window will appear. Click on “open zoom.us”



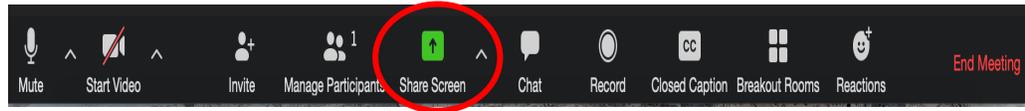
5. After the zoom application opens, a window will appear. Click on “Join with computer audio”.



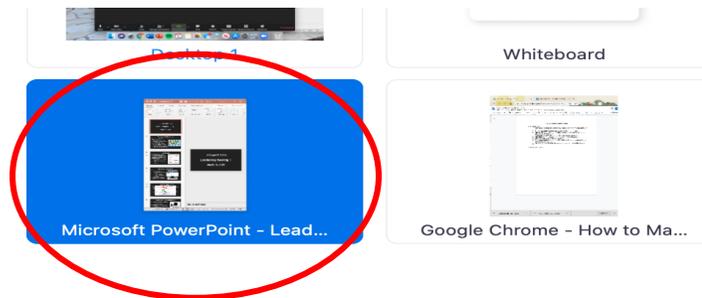
6. Make sure to have your email, PowerPoint Presentation, or Word Document opened up.
7. Before starting the video, make sure to click “record” located at the bottom tab.



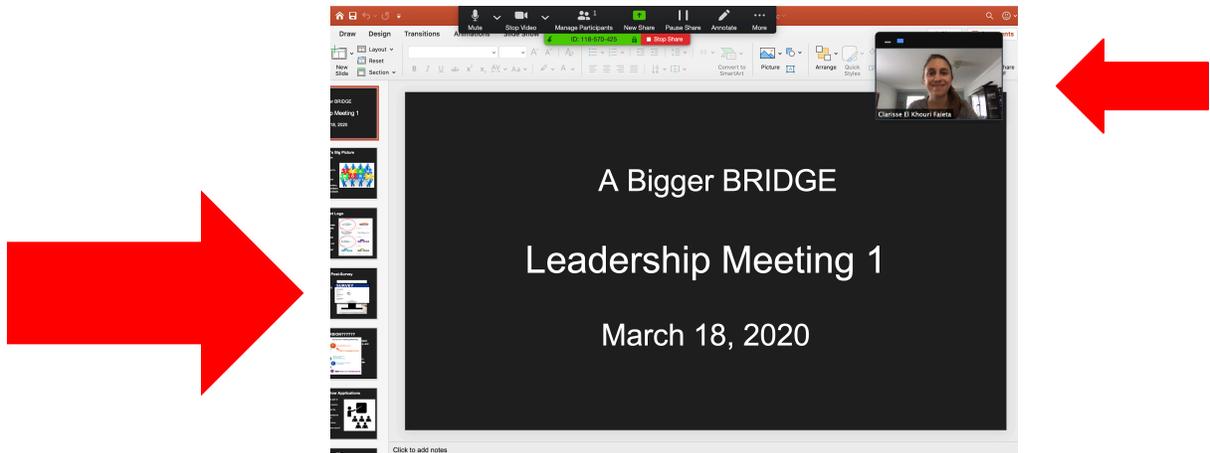
8. Then, click on “Share Screen” located at the bottom tab in the middle.



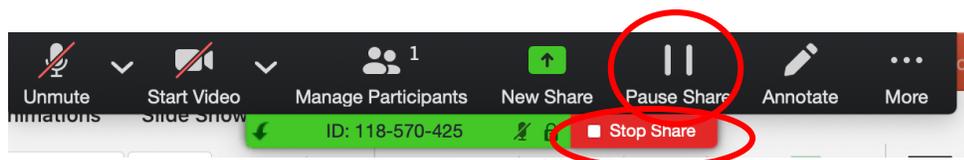
9. Click on the document you want to narrate and click on **Share** at the bottom right.



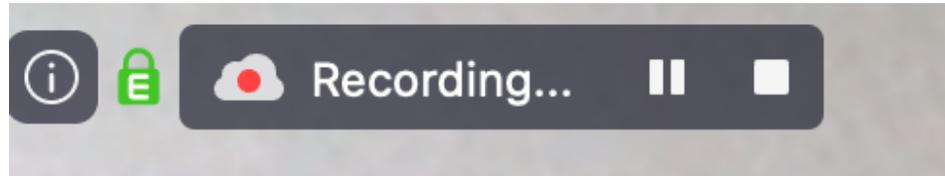
10. As you share, your viewers can see both your screen and you in video at the top right corner.



11. You can “pause” or “stop share” at any time.



12. When you are finished with the recording, go to “recording at the top left-hand corner and click on the squarer.



13. Then click, “stop recording”.



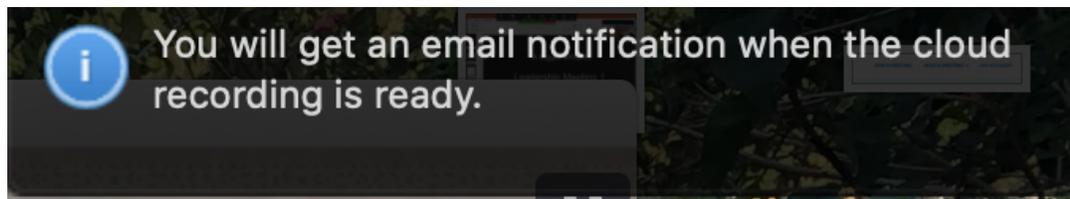
Stop Cloud Recording?

After stopping, you'll receive an email notification when the cloud recording is ready.

Stop Recording

Cancel

14. A message will show up saying, “You will get an email notification when the cloud recording is ready”.



15. Once you receive the link via email, make sure to paste it to your email message.